



Date: July 14, 2011

In reply refer to:

Subject: Fiscal Year 2011 Year-end Financial Timeline for Processing FFIS Data

To: Jon Holladay
John Brewer
Kevin Close
Howard Campbell
Connie Constance
COD Managers
USDA Agencies

Attached is the fiscal year-end timeline with critical dates for financial management processing based on the November 15, 2011, Financial Statement Deadlines, related procedures, and points of contact. (Please see the List of Attachments.)

All USDA Financial Management personnel should use these documents in monitoring and meeting critical due dates for fiscal year 2011.

Please address any questions and/or comments concerning this document to the Points of Contact listed below:

Points of Contact	Division/Branch	E-mail Address	Telephone Number
Bob Gargoni	COD/ACPRB	robert.gargoni@usda.gov	504-426-5384
Carlos Metaxas	COD/ACPRB	carlos.metaxas@usda.gov	504-426-5338
Kirt Ulfers	COD/ACPRB	kirt.ulfers@usda.gov	504-426-5350
Ella Robertson	COD/FRB	ella.robertson@usda.gov	504-426-5453
Joe Giorlando	COD	joe.giorlando@usda.gov	504-426-5491
Dennis Jack	COD	dennis.jack@usda.gov	504-426-5103

/s/

CHARLES L. WALLACE, Director
Controller Operations Division

Attachments

List of Attachments

Attachment 1

Financial Management Calendars from September 2011 through November 2011

These calendars contain critical due dates within each fiscal month that must be met in the processing of financial data. The calendars include daily cycle processing activities consolidated with information from the FY 2011 Financial Management Key Milestone and Due Dates Chart. Please see Attachment 1 for particular required completion dates, task descriptions, and responsible areas. (**Note:** The United States Department of Agriculture (USDA), under the leadership of the Office of the Chief Financial Officer (OCFO), is transitioning several Agencies, specifically Marketing & Resource Programs (MRP), from the current financial system, the Foundation Financial Information System (FFIS), to the SAP System under the Financial Management Modernization Initiative (FMMI) during the FFIS FY-2011 Annual Close. In order to facilitate mission accomplishment, a Joint-Integrated FFIS-FMMI Cycle processing Master Schedule Checklist is available to integrate all of the key processing activities, and it will be utilized to augment the September and October 2011 monthly calendars.

Attachment 2

Fiscal Year 2011 Annual Closeout Procedures

This memorandum prescribes special requirements for the following events, activities, and tasks:

1. Recording obligations as of September 30, 2011.
2. Submitting period-end estimates in lieu of actual obligation documents.
3. Normal processing relative to the Integrated Acquisition System (IAS).

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal appropriation law. The intent is to handle the myriad of business process tasks relative to the FY 2011 closeout process in a timely and accurate fashion.

Attachment 3

Annual Close Guide Fiscal Year 2011

The FFIS Annual Close Guide serves as a comprehensive, year-end procedures reference manual and facilitates a better understanding of the Year-end Closeout Process. The document contains useful information on the following topics:

- Roles and Responsibilities
- Basic Government and FFIS Elements
- Year-End Closing Plan
- Financial Operations
- Financial Analysis & Standard General Ledger (SGL) Review
- Cash Transactions, Obligations and Commitments
- Accruals
- Adjusting Entries
- Cancelled Authority
- System Assurance
- Preliminary Annual Close
- Final Annual Close
- External Reporting
- Financial Statements

The FY 2011 Annual Close Guide is located on the Controller Operations Division (COD) Web site (<http://cod.nfc.usda.gov/index.html>) by clicking the Publications tab, then selecting Annual Close Guide from "Quick Picks" on the left-hand side, or by clicking the following link: <http://cod.nfc.usda.gov/publications/Annual%20Close%20Guide%20FY2011.pdf> .

Attachment 4

Critical Points of Contact

The critical points of contact (POC) list provides names and telephone numbers of specific individuals within COD, by Branch, for assisting in processing financial data as well as ACFO-FS, and GESD, particularly Payroll and Administrative Applications and Systems Division (ASD). All individuals are located in the USDA Email Directory located on the USDA Web site (www.usda.gov) Contact Us Tab.